



## BUSINESS & OFFICE MANAGER - JUVENILE JOB DESCRIPTION

Job Title: <b>Business &amp; Office Manager - Juvenile</b>	
Dept./Division: <b>Superior Court/Juvenile</b>	Job Class Code: <b>1343</b>
Pay Grade: <b>125</b>	PCN: <b>1343003</b>
FLSA: <b>Exempt</b>	Effective Date: <b>October 2007</b>
Representation Status: <b>Non-Represented</b>	Revision Date: <b>September 2025</b>
Reports To: <b>Juvenile Court Administrator</b>	

### NATURE OF WORK

Under limited supervision, this position assists the Juvenile Court Administrator and the Lewis County Juvenile Probation Department, Guardian ad-Litem program, and Detention Facility in performing professional and confidential office management functions; supervises the administrative legal records operations and personnel, and performs other related duties as assigned.

### ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the Juvenile Court liaison and site coordinator with WSP, clerk's offices, the Administrative Office of the Courts, and other criminal justice participants. Manages all JCS/JIS site user accounts. Adds, deletes, modifies, and destroy criminal justice records for criminal and civil matters for juveniles and adults.
- Conducts internal employment investigations as assigned. Prepares formal reports of findings and provides recommendations.
- Oversees and coordinates the administrative operations, including assigned personnel administration, budget, accounting, plan and policy updates, billing, cash receipts, contracts, project management, and customer relations; evaluates issues, and recommends solutions.
- Coordinates activities with other organizations and outside agencies; manages assigned Department support staff; supervises, trains, and evaluates the performance of assigned personnel; monitors for staff compliance with departmental policies and procedures; provides hiring recommendations.
- Provides administrative assistance to assigned personnel; maintains departmental calendars; schedules and coordinates meetings; prepares correspondence, meeting minutes, and legal documents.
- Processes, reviews and approves personnel documents and files; maintains records, research and updates files and databases; assures all administrative actions comply with Lewis County Juvenile Court and Lewis County policy.
- Functions as a member of the Department management team; represents the Department at meetings with County staff, community groups, and outside agencies; assists in the development,

implementation, and administration of the Department's administrative and fiscal policies and procedures.

- Prepares and administers assigned operating budgets; tracks expenditures; processes invoices, billing, and expense reimbursements; prepares departmental payroll; reconciles revenues and prepares financial and revenue trend reports; maintains the office imprest fund.
- Prepares and administers service contracts; monitors compliance with regulations governing expenditures for State and County contracts.
- Performs a variety of systems administration duties; adds and deletes system users; changes user authorities; completes statistical queries; provides assistance in troubleshooting system issues.
- Oversees the ordering and maintenance of office supply inventories; authorizes minor purchases; coordinates the maintenance and repair of office equipment and facilities.
- Preparing, reviewing, and monitoring accounting documents for accuracy and completeness.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and in and involves sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to thirty (30) pounds.

**QUALIFICATIONS:**

Associate's Degree in Business Administration; Accounting, or a closely related field; AND four (4) years' experience supervising administrative operations.

**COMPETENCIES (Knowledge, Skills, Abilities, Behaviors):****Knowledge of:**

- Principles, regulations, and practices of office administration.
- General office equipment and standard computer software applications.
- Accounting principles and processes for preparing budgets and overseeing Accounts Receivable and Accounts Payable.
- Generally Accepted Accounting Principles (GAAP).
- State Budget Accounting & Reporting System (BARS).
- Requirements from State Auditor's Office.
- Supervisory principles, practices, and methods.

**Skills in:**

- Managing and coordinating the day-to-day administrative operations for assigned area of work.
- Preparing and monitoring budgets and processing departmental invoices, billing, and payroll.
- Coordinating and performing a variety of systems and/or contract administration functions including billing and tracking of grants.
- Establishing and maintaining effective working relationships with staff, County departments, contractors, vendors, service providers, outside agencies, community groups, and the general public.
- Communicating effectively verbally and in writing.

- Supervising, leading, and delegating tasks and authority.

**Ability to:**

- Learn and follow County policies and procedures.
- Learn Odyssey, JCS, JIS, PBK, and other criminal justice information systems.

**Behaviors:**

- Regular, reliable attendance.
- Effective Communication, written and oral.

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As the incumbent in this position, I have received a copy of this position description.

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Employee's Name

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Employee's Signature

Date